

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Assistant City Engineer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises the daily operations of the Design Division. Facilitates meetings with City organizations and citizen groups. Performs project management duties on high profile projects or those requiring critical attention.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Coordinates activities by acting as a liaison between departments to complete projects and division or departmental initiatives.
2	S	Contributes to the development of staff by supervising Bureau Heads, engineers, and technicians.
3	S	Facilitates the completion of the Division's objectives by developing strategic plans that relate to overall objectives.
4	L	Acts as a project manager by overseeing the design of engineering projects, generating cost estimates, formulating time lines, serving as a contact person for the project, facilitating meetings between the parties involved, and working with inspectors and contractors.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience as a manager / leader.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, contracts, plans, maps, instructions, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as algebra and geometry.
Writing	Work requires the ability to write reports, proposals, presentations, construction notes, instructions, contracts, and general correspondence.
Managerial	Managerial responsibilities include scheduling completion of projects, managing a budgeted account, facilitating meetings, serving as a contact for clients and service providers, and assisting other departments.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, meetings, presentations, supervision
Sitting	F	Computer, desk work, meetings, presentations, supervision
Walking	O	Inter-office, facilitation
Lifting	O	Office equipment and supplies, files
Carrying	O	Office equipment and supplies, files
Pushing/Pulling	R	File cabinet drawers
Reaching	O	File cabinet drawers, telephone
Handling	O	Office equipment, office supplies, files
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	O	Setting up presentation materials
Crouching	O	Setting up presentation materials, filing
Crawling	N	
Bending	O	Setting up presentation materials
Twisting	R	Setting up presentation materials
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, filing, reading
Hearing	C	Communicating with personnel and general public, on telephone
Talking	C	Communicating with personnel and general public, on telephone, presentations
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Plotter, scanner, CD writer, digital camera, video camera, slide projector, calculator, telephone, copy machine, fax machine, general office supplies, computer, printer, standard Microsoft Windows and Office software, AutoCAD, Arc View

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)